



Actors Ensemble of Berkeley

Post Office Box 663 Berkeley, California 94701

June 8, 1981

Mr. Forrest Craven
City Manager
2180 Milvia Street
Berkeley, California

Dear Mr. Craven,

Actors Ensemble is submitting a request for the continuation of its management of Live Oak Theater for 1981 - 1982. We trust that our proposal will meet with your approval.

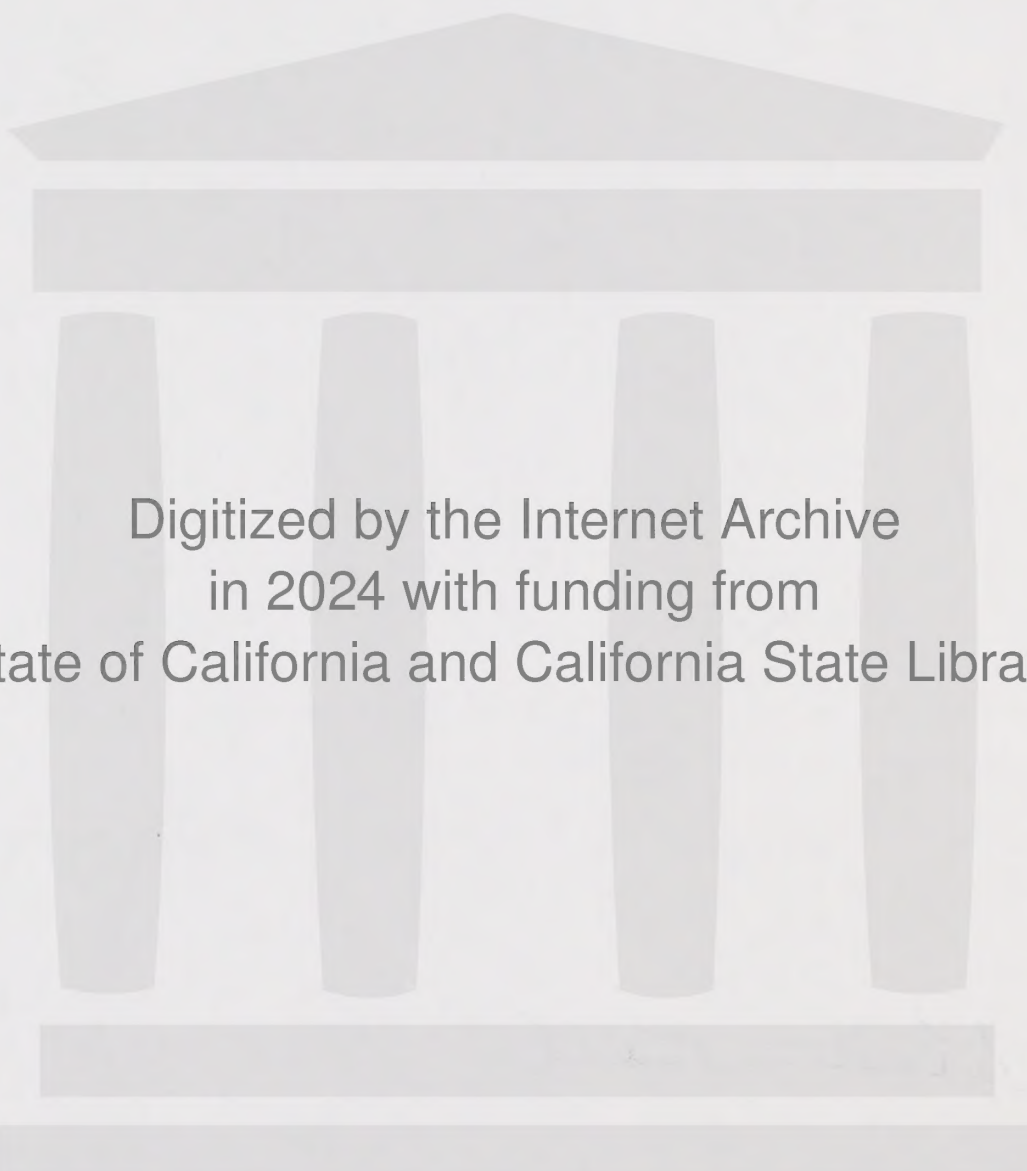
The Program Coordinator, the Theater Technician, the Board of Directors, and the membership of Actors Ensemble have worked hard on the Live Oak Theater Series. We believe that the continued operation of the theater has benefitted both the community of performing artists and the city as a whole.

With your support, we know that the program for the coming year will be as successful as those of the past three years.

Sincerely,

A handwritten signature in cursive script that reads 'Kristin Bell'.

Kristin Bell
President of the Board
Actors Ensemble



Digitized by the Internet Archive
in 2024 with funding from
State of California and California State Library

<https://archive.org/details/C124880736>

Proposal for Continued Management
of Live Oak Theater
for 1981 - 1982
by Actors Ensemble of Berkeley
Current Contractor to the City of Berkeley

A. Specific Requests

Actors Ensemble requests that:

1. The Berkeley City Council renew its contract with Actors Ensemble to manage the Live Oak Theater from October 1981 through September 1982.
2. The decision to renew be made by August 1, 1981, so that we may make theater bookings for November and December.
3. The City continue to cover costs of utilities and major building repairs.

B. Commitment by Actors Ensemble

Actors Ensemble will:

1. Maintain operation of the Live Oak Theater Series by:
 - a. Employing a part-time Technician.
 - b. Being responsible, together with the City of Berkeley, for seeing that the Theater is managed and maintained in a safe and responsible manner for the benefit of performing artists and their audiences.
 - c. Managing the programming and financing of the Live Oak Theater Series, utilizing the advice of the Review Committee (see Appendix B) in regard to theater bookings.
2. Produce four plays per year in the Live Oak Theater. (It should be noted that Actors Ensemble has been producing plays in Live Oak Theater for the last 17 of their 24-year existence.)
3. Finance the Live Oak Theater Series by:
 - a. Contributing \$6000 (the equivalent of a \$500 per month rental.)
 - b. Reinvesting revenue from the Live Oak Theater Series.
 - c. Raising funds through special activities and direct mail solicitation.

C. Background of Proposal

For the past three years Actors Ensemble has been managing Live Oak Theater for the City of Berkeley. Each year we have received a \$15,000 grant from the City. (This was half the amount on which the theater had previously operated.)

During the 1980-1981 season, Actors Ensemble supplemented the LOT budget by replacing the main drape in the theater and purchasing safety chains for all the lighting instruments and new stools for the dressing rooms. The Board is currently exploring the possibilities for recarpeting and reupholstering the theater. In addition, Actors Ensemble employs a part-time maintenance man to keep the theater clean and safe. Actors Ensemble is responsible, with BACA, for the storage area in Live Oak Park, and has appointed one of its members to take responsibility for its upkeep.

D. Procedures for the Management of the Live Oak Theater Series

1. Operating Goals

- a. To encourage the greatest possible involvement of Berkeley and Bay Area audiences and artists in a diversified offering of art forms including, but not limited to, drama, dance, music and film.
- b. To remain open to contrasting artistic philosophies and forms, and to promote both the traditional and innovative, the educational as well as the entertaining; to encourage expression from all Community voices.

2. Programming

Standard procedure for programming has included promotion, scheduling, collection of fees, and compilation of statistics. In the 1981-1982 season, the work of the coordinator will be assumed by the Actors Ensemble membership.

3. Publicity

- a. A 3000-name mailing list is maintained by Actors Ensemble.
- b. Announcements are distributed to the press and other news media and are also placed in libraries, theaters and schools.
- c. A bulletin board is kept up-to-date in the lobby of Live Oak Theater.

F. Projected Budget for 1981 - 1982

The budget represents a twelve-month operation from October 1, 1981 through September 30, 1982.

Please note that we assume that the City will continue to pay utilities.

Salary	\$ 7,000
Maintenance	1,200
Insurance	1,300
Publicity	1,500
Supplies	<u>1,000</u>
Total	\$12,000

G. Estimated Revenues

1. Theater

- a. Live Oak Theater Series \$ 3,500
- b. Camera Club 360

2. Actors Ensemble

- a. Annual rental 6,000
 - b. Contribution by Actors Ensemble of money
generated by fund raising activities 2,140
- \$12,000

Appendix A

Actors Ensemble Board of Directors

Kristin Bell - President

Choreographer, Technician

Controller/Office Manager, Golden Bear Leasing & Affiliates

Donna Davis - Vice President

Actress, Director, Drama Therapist

Teacher of Drama Workshops for Actors Ensemble

Project Director for Live Oak Theater Series

Margaret Gudmundsson - Secretary

Actress

Claims Authorizer for Social Security Administration,

Western Program Service Center, Richmond

William Martinelli - Treasurer

Actor

Chief Buyer, Hink's Book Store, Berkeley

Wendy Adler

Director, Actress

Assistant Personnel Manager, Holiday Inn

John C. Bennett

Scene Designer

Judy Cayot

Actress, Vocalist

Director of Berkeley Y.M.C.A. camp at Gualala

Teacher Aide for Albany Schools

Ralph Miller

Actor

Advertising Manager, P.G. & E., San Francisco

Tom Reilly

Actor

Law Student

Stephen Thewlis, M.A.

Actor, Musician, Composer

Assistant Director of the American Language Institute, S.F.S.U.

Lecturer in English, San Francisco State University

Appendix B

Members of the Review Committee

George Crowe	- Playwright Architect Board Member Julian Theater
Joan Flint	- Dance Instructor Choreographer
Grace Fretter	- Actress Director
Karen Hermassi	- Playwright, Berkeley Stage Company Professor, U.C.B.
Joyce Jackson	- Actress Co-Founder of Aldrich Players West Former Mayor of Albany, current councilmember
Carol Murota	- Dancer Dance Instructor, U.C.B.
Charles Richardson	- Actor Teacher, Oakland Skills Center
Alfred Stern	- Musician Composer Photographer Author & Producer of Children's Theater Member Civic Arts Foundation

Supplement to Appendix P

Programming at Live Oak Theater

November 1980 - May 1981

(Appendix P provides an overview of Theater activity October 1978-October 1980)

1. Live Oak Theater Series #1 - Winter

This Series consisted of 35 performances by 11 groups
with 1514 attending.

2. The Hostage

This production played 9 performances with total attendance of 1002.

3. Live Oak Theater Series #2 - Spring

This Series included 44 performances by 13 groups
with 2544 attending.

4. Company

This production played 10 performances, attracting 1337 people.

The Series has netted approximately \$4500 for the 1980-1981 season,
as of June 6, 1981.

History and Procedures

1978 - 1981

LIVE OAK THEATER SERIES

SERVING THE GREATER BAY AREA PERFORMING ARTS COMMUNITY

Sponsored by Actors Ensemble, Inc. of Berkeley

1301 Shattuck Avenue, Berkeley CA 94709 Tel: 841-5580

History

During the Summer of 1978 the City of Berkeley, responding to budgetary cutbacks prompted by Proposition 13, terminated staff and funds for the Open Theatre Series at Live Oak Theatre. Actors Ensemble of Berkeley, expressing concern for the continuing use of the Theatre by serious, disciplined performers, applied for and received a modest grant from the City to reinstate a performing arts program. Currently authorized through September 30, 1981, this program is known as the Live Oak Theatre Series and consists of three segments, alternating with productions staged by Actors Ensemble. Segment dates for the 1980-1981 Series are:

- #I: Nov. 7, 1980 - Jan. 17, 1981 (application deadline 8/15/80)
- #II: Feb. 21, 1981 - May 2, 1981 (application deadline 12/1/80)
- #III: June 5, 1981 - Sept. 27, 1981 (application deadline 3/15/81)

Philosophy

Actors Ensemble has set forth certain goals to help clarify the kind of program and performer most suitable for the Live Oak Theatre Series. These goals are:

- To encourage the greatest possible involvement of Berkeley Community and Greater Bay Area audiences and artists in a diversified offering of representative art forms including dance, drama and music.
- To remain open to contrasting artistic philosophies and forms, and to promote both the traditional and the innovative, the educational as well as the entertaining; to encourage expression from all Community voices - ethnic, economic and cultural.
- To actively solicit participation from lesser known and/or newly formed groups whose presentations reflect serious artistic commitment.

Funding

Because City funding is not sufficient to cover operational and staffing costs, it is necessary to require a use fee of \$35 or 40 ¢ per audience member, whichever is greater, per performance. This fee is inflexible and must be applied to all performers regardless of audience size or solicited contribution. An initial deposit of \$50 is to be paid at the time the contract is signed. This deposit covers the use of the Theatre Technician and all Theatre equipment during performance(\$35) and a \$15 cleaning deposit. Rehearsal time, if necessary, is \$5 an hour, limited to 5 hours per group, to be arranged and paid for in advance.

The Theatre is available for limited use by groups involved in non-audience oriented activities (club meetings, performances classes, ect.) Rates for these activities vary greatly and must be negotiated at the time of application. Such use of the Theatre depends entirely on the availability of staff for supervision.

Please note: Live Oak Theatre must be supervised at all times by a member of the Theatre staff or Actors Ensemble representative.

LIVE OAK THEATER SERIES, 1980-1981

Application and Selection Procedures

- 1) Each performer seeking to use the Live Oak Theater must complete and submit an application prior to the Application Deadline for the appropriate Series segment.
- 2) Applications will be screened by the Coordinator and a Review Committee of Berkeley residents who represent various Community interests. Performers will be interviewed/auditioned as necessary to determine suitability and competence. Final selection is to be made by the Program Coordinator after due consultation with the Review Committee.
- 3) Live Oak Theater is able to offer only one technician for consultation and lighting needs. In accepting a performance date, each performer agrees to supply the necessary personnel to cover additional technical needs, house management and box office, security, etc. (a detailed list of requirements and limitations is included as part of the Contract Agreement and should be read carefully prior to signing.)
- 4) An initial deposit of \$50 is due and payable at the time the Contract is signed. This fee will be applied toward the first night's use fee, and will be supplemented by the performer if house count indicates more than the minimum number of audience members (see "Funding" on page 1). No performance will be allowed if the initial deposit has not been paid.
- 5) Live Oak Theater is able to assume no responsibility for publicity or advertising beyond general program announcements and periodic flyers. Performers will be largely responsible for their own promotion.
- 6) Actors Ensemble reserves the right to make final decisions in programming, especially regarding the application of theme or focus to a given segment or aspect of the Series. Such a theme or focus might impose special or additional criteria for acceptance of any given applicant at any given time.

- - - - -

Inquiries regarding possible use of Live Oak Theater as well as additional questions regarding the Series, should be addressed to:

Program Coordinator
Live Oak Theater Series
1301 Shattuck Avenue
Berkeley, Calif. 94709

Telephone: 841-5580

LIVE OAK THEATER SERIES

SERVING THE GREATER BAY AREA PERFORMING ARTS COMMUNITY

Sponsored by Actors Ensemble, Inc. of Berkeley

1301 Shattuck Avenue, Berkeley CA 94709 Tel: 841-5580

Thank you for your inquiry regarding Live Oak Theatre!

Actors Ensemble is pleased to announce that the Live Oak Theatre Series continues without interruption through September, 1981. As before, the Series is offered in three segments, with dates and application deadlines as follows:

#I: 11/7/80 - 1/17/81 (deadline 8/15/80)
 #II: 2/21/81 - 5/2/81 (deadline 12/1/80)
 #III: 6/5/81 - 9/27/81 (deadline 3/15/81)

In order to clarify procedures and policies, please note the following guidelines regarding the use of Live Oak Theatre:

- Groups should be advised that only Theatre-ready works will be accepted into the Series. Due to the lack of staff time, and subsequent small amount of rehearsal allowable to each group(max. 5 hours), works-in-progress, and productions with heavy technical requirements are simply not practical. Sets should be minimal and lighting must conform to the standard theatre rep plot(some specials may be set, and instruments regaled after consultation with the technician), performances are scheduled on Friday, Saturday and Sunday only. Matinee and evening shows are possible on Saturday and Sunday. Curtain times have been uniformly established at 2:00 p.m. (matinee) and 8:00 p.m. (evening).
- Due to difficulties in technical changeover between events, Friday and Saturday nights will generally be reserved for groups seeking the Theatre for more than one performance; under these circumstances, single performances will generally be assigned to Sundays and should require a minimum of technical preparation.
- Performers will be allowed the use of the Theatre for one weekend only(four performances)unless previous appearances indicate the group's ability to draw audiences for a longer run. No group may book more than two weeks of any given segment.
- Groups who have cancelled a scheduled appearance and groups who have failed to attract significant audiences for any of their performances will be given low priority in programming decisions.
- Because City funding this year falls several thousand dollars short of covering expenses, it has been necessary to increase our use fees as follows: \$35 or 40¢ per audience member, whichever is greater, per performance; \$5.00/hour for all rehearsal time. These rates will help to offset costs and are still quite reasonable when compared to fees charged by theatres offering similar facilities.

I hope your calendar will permit an appearance at Live Oak Theatre! Please return the enclosed application at your earliest convenience to insure proper handling of your request.

Sincerely,

Lisa Britt
 Program Coordinator

APPENDIX E

LIVE OAK THEATER SERIES

SERVING THE GREATER BAY AREA PERFORMING ARTS COMMUNITY

Sponsored by Actors Ensemble, Inc. of Berkeley

1301 Shattuck Avenue, Berkeley CA 94709 Tel: 841-5580

APPLICATION

Please fill out completely. It is especially important that you include three choices for performance dates.

* * * * *

Name of Group _____

Nature of presentation _____

City of origin _____ # in company _____

Number of performances desired _____

Performance dates requested (in order of preference) :

First _____ Second _____ Third _____

*Describe below the specific composition of your production including material, form of presentation and duration. A thorough description is essential to accurately determine the suitability of your program to the Series. Use the back of the page if necessary.

*Describe below all technical needs for your program including lighting, sound, scenery, etc.

Live Oak Theatre will be available for up to five hour of rehearsal time at a cost of \$5.00 per hour, payable in advance. if you will require rehearsal time, please indicate the amount desired. _____

There is a use fee of \$35.00 or 40% per audience member, whichever is greater, per performance. An initial \$35.00 deposit, to be applied toward the first performance, plus a \$15.00 cleaning deposit are due at the time the contract is signed. Should your group be accepted for the Series, are you prepared to meet these fees?

Signed _____ Position in group _____

Mailing address _____

Telephone day _____ Telephone evening _____

Note: Application deadline for Series # _____ is _____

APPENDIX F

LIVE OAK THEATER SERIES

SERVING THE GREATER BAY AREA PERFORMING ARTS COMMUNITY

Sponsored by Actors Ensemble, Inc. of Berkeley

1301 Shattuck Avenue, Berkeley CA 94709 Tel: 841-5580

I am pleased to inform you that Live Oak Theatre has accepted your application and has scheduled your performance on the following date(s): . I realize this may not have been your first choice; however, a very large response to our new Series has necessitated some juggling to allow maximum use of the Theatre by performers such as yourself. Your curtain time(s) will be: . I am enclosing two copies of your contract. Please sign and return the original to me, at the address above, along with your deposit. Since a number of applications were put on an alternate list, it is imperative that I receive your signed contract and deposit as confirmation of your intent to perform as scheduled no later than: . If you are not able to perform at Live Oak on the indicated date(s), please call the Theatre as soon as possible so that I can make the time available to others. The number is 841-5580; if I am not there, please leave a message on the recorder.

As your performance date approaches, our technician, Richard Bloom, will be in touch with you about your technical rehearsal. If you have not heard from him by: , you may call him at either 841-5580 or 843-0148.

A few points of importance:

- Unless you furnish me with other information, I will take calender copy from your application description of your program. Even so, I will be happy to put up posters or set out flyers if you get them to me at the Theatre.
- Live Oak Theatre is now able to process P.A.S. Vouchers for you, regardless of your status as a non-profit organization. You may include this in your advertising. Instructions will be available to your box office personnel on the day of performance.
- A complete listing of Theatre facilities(seating capacity, lighting and sound equipment, stage dimensions, etc.) is available upon request.

Thank you for your interest in Live Oak Theatre. I look forward to hearing from you soon!

Lisa Britt, LOTS Coordinator

LIVE OAK THEATER SERIES

SERVING THE GREATER BAY AREA PERFORMING ARTS COMMUNITY

Sponsored by Actors Ensemble, Inc. of Berkeley

1301 Shattuck Avenue, Berkeley CA 94709 Tel: 841-5580

CONTRACT

This contract specifies the terms and limitations applicable to your group's appearance at the Live Oak Theatre. Please note all points carefully before signing, especially the general rules itemized on the back of this page-it will be assumed that you are familiar with and agree to the conditions outlined herein. We at Live Oak Theatre look forward to meeting and working with you!

_____ herewith acknowledges confirmation
 (Name of Group/Representative)
 of his/her/their appearance in the Live Oak Theatre Series on
 _____. A general description of the intended program
 (month, day(s), year)
 is as follows: _____

_____.

An initial deposit of \$35.00 is due and payable with the signing of this agreement. This deposit will be applied to the use fee for the first night of performance (see Terms of Agreement) and is non-refundable. In addition, a \$15.00 cleaning deposit will be required.

It is understood that, in addition to performance time on the day(s) indicated above, the Theatre and Staff Technician will be available for up to five (5) hours of technical rehearsal, dates and times to be decided on by the group in conference with the Technician. For this rehearsal time it is understood there will be a non-refundable charge of \$5.00 an hour, payable at the time this contract is submitted:

Extra rehearsal time is requested as follows: _____.

Total payments to be submitted with the return of this contract:

Initial deposit: \$35.00

Cleaning deposit: \$15.00

Rehearsal time: _____

Total: _____

Please make check payable to "Actors Ensemble/Live Oak Theatre".

Note: Except for a listing in our periodic calendar of activities Live Oak Theatre is not responsible for publicity about your event. Posters, flyers, mailings, press releases and any other forms of promotion must be undertaken by your organization.

(over)

LIVE OAK THEATRE SERIES - GENERAL RULES
Please Read Carefully

Terms of Agreement

1. Booking with LOTS should be considered a serious commitment. Deposits are non-refundable even if a performance should be cancelled after contract is signed. The only exception is if cancellation results from non-group related difficulties - Series staff of facility complications, etc.
2. Program Coordinator and Staff Technician reserve the right to cancel rehearsal and/or performance(s) as a result of the following: unexplained or chronic lateness or failure to appear for a prearranged meeting; failure to respect and abide by Theatre rules and policies; failure to cooperate with Theatre staff in all matters related to Theatre use.
3. Performer agrees to furnish the following Production Staff for each performance: (1) box office person; (1) Theatre supervisor (to usher, assist patrons with seating, take tickets and serve as security agent in case of emergency) - this person cannot be the same one handling the box office; (1) person to take charge of lobby and auditorium clean-up after the performance. The Theatre must be sufficiently cleaned or cleaning deposit will not be refunded. In addition, technical staff as necessary to serve performance needs not covered by Staff Technician.
4. Performer agrees to abide by the City of Berkeley's Donation Policy; Donations in a specific amount may be solicited; however, all advertising must indicate this as "DONATION". Further, any patron requesting admission to the performance but refusing to pay the requested donation must be admitted if seating is available.
5. Performer agrees to confirm a nightly housecount taken by the LOTS Staff Representative present for the event. Appropriate surcharges will be determined on the basis of this count.
6. Performer agrees to make payment for any additional performances or surcharges within (5) days of appearance at Live Oak. Guidelines for these payments are as follows: \$35 or .40¢ per audience member, whichever is greater, per performance. The initial deposit will be applied toward the first performance but will be considered full payment for that performance only if housecount does not warrant additional charges.

Technical Conditions

1. Performers wishing to familiarize themselves with the Theatre must make an appointment with the Staff Technician in advance.
2. Any part of the Theatre - rehearsal and performance facilities not made available by the technician are off limits to group use. Performer agrees to pay any damages incurred from forcing entry to secured areas of the facility.
3. Technical options and limitations (lighting, sound, draperies, ect.) will be determined by the Staff Technician after due consultation with performer. Said performer agrees to abide by this determination.
4. Only the Staff Technician is permitted to hang and focus lighting instruments or adjust any other equipment requiring a stepladder.
5. No nails are allowed in the stage floor. Set units must be self-supporting. There will be no construction or painting of any kind in or around Theatre Property.
6. Storage of scenery and other production materials should conform to guidelines set by Staff Technician. Live Oak Theatre is not responsible for lost, damaged or stolen property, or for injuries incurred as a result of improperly stored or mishandled equipment.
7. All production materials are to be removed from the premises immediately after the final performance. No exceptions.

I have read and agree to abide by the terms and conditions outlined above. Further, I agree to acquaint all members of my organization with the outlined terms and conditions and will assume responsibility for their adherence to them during our time at the Theatre.

(Group Representative)

(Date)

COPYRIGHT AND ROYALTY LIABILITY RELEASE
(must be signed to validate agreement)

I herewith attest that I/we have obtained production rights and have paid royalties, where required, in full for all materials, musical, dramatic or otherwise, to be presented in our program at Live Oak.

I further acknowledge that the City of Berkeley, Actors Ensemble, Inc., and Live Oak Theatre, including their employees and members, will assume no liability and may not be held responsible in case of legal challenge regarding the presentation of said material.

(Group Representative)

(Date)

LIVE OAK THEATER SERIES

SERVING THE GREATER BAY AREA PERFORMING ARTS COMMUNITY

Sponsored by Actors Ensemble, Inc. of Berkeley

1301 Shattuck Avenue, Berkeley CA 94709 Tel: 841-5580

Dear _____ ,

As the time approaches for your appearance at Live Oak Theater, let me take this opportunity to welcome you once again and remind you that you should be hearing soon from our technician, Richard Bloom, regarding arrangements for any rehearsal time you have requested. In the interest of organization and efficiency before, during, and after your performance(s), I would like to call your attention to the following concerns, most of which are outlined in the "General Rules" section of your contract:

- Curtain times have been uniformly established at 8:00 (evening) and 2:00 (matinee) to avoid confusion among audiences. This is to your advantage ultimately, since it will discourage late arrivals who thought curtain was at the quarter- or half- hour. Please try to adjust your own schedule so that you are ready to open the box office by 7:30 (1:30 matinee) and the house no later than 7:45 (1:45 matinee).
- The City Fire Marshall has recently made it clear that there will be no more audience members in the house than can be seated in the permanent chairs. Therefore, you can not sell more than 156 admissions. Unfortunately we cannot allow additional seating or standing in the aisles. To facilitate your count of viewers, we will furnish the proper number of roll tickets for each of your performances (available when you arrive at the theater). It is very important we have your cooperation on this matter, since even one over-sold house could mean the termination of the Series.
- There is to be no smoking, eating, or drinking in the auditorium. Further, there is to be no smoking backstage, or in the dressing rooms. A Berkeley ordinance forbids smoking in the front lobby; audience and performers must go outside to smoke. No refreshments are to be sold in the lobby, and no food or drink is allowed in the theatre. To this end, and to generally insure against patron confusion or misunderstanding, it is essential that you furnish at least one, preferably two, front-of-house staff in addition to box office personnel. Though a Live Oak representative will be on hand to assist with problems, we are not able to furnish ushers or security people, and must rely on your understanding and cooperation to keep performances orderly.
- There will be a \$15.00 cleaning deposit, paid at the time you sign your contract. To insure that the house is clean and orderly for the next group, it is very important that you arrange for some of your staff and/or company to help in the general clean-up of the house, lobby, and dressing rooms after each performance. With several people helping, the job is an easy one and goes quickly: your deposit will then be refunded.

Thank you very much for your cooperation in these matters! Live Oak is intended for the use and enjoyment of community artists and audiences. Working together with this in mind, we can maintain and promote its excellent reputation and insure its continued success.

APPENDIX I

LIVE OAK THEATER SERIES

SERVING THE GREATER BAY AREA PERFORMING ARTS COMMUNITY

Sponsored by Actors Ensemble, Inc. of Berkeley

1301 Shattuck Avenue, Berkeley CA 94709 Tel: 841-5580

GREETINGS!!

With the approach of your appearance at Live Oak Theater, I would like to call your attention to several points which might prove helpful in your organization and planning. To this end, I've included herewith a "briefing" which reviews certain parts of our contract and (hopefully) offers sufficient explanation for their need. These points are: Curtain time; Tickets; lobby personnel; after-performance clean-up. Please read through these points very carefully, since your success and our continued existence rely rather directly on their observance.

Also, I am enclosing a copy of the flyer which contains your program description. If you have use for more of them, please let me know.

Finally, I am enclosing self-adhesive labels which carry the names and addresses of 33 newspapers and radio stations who might help in promoting your program. There are of course many other media sources, and you should contact as many as you feel will be useful - these have proven particularly supportive in the past. I am also enclosing samples of a "Press Release" (which should be sent to the news media) and a "Public Service Announcement" (which should go to radio and tv). A few general pointers regarding your publicity mailers:

- Mail as early as possible
- Type your copy, making certain that all information is clearly stated and legible.
- Be certain that your copy accurately and fully describes your program, also the theater location, curtain times and dates.
- Include phone number(s), address(es) and other data which might help anyone wanting more information to reach you.

I hope you find these items useful. If you need any additional information, please do not hesitate to contact me at the Theater.

Most Sincerely,

Lisa Britt
Lisa Britt
Program Coordinator

APPENDIX J

L I V E O A K T H E A T E R S E R I E S

To: Entertainment Editors, Public Service Directors
From: Mark Wardrip, Program Coordinator
RE: Actors Ensemble Workshop Production, July 5 - 14, 1979

PRESS RELEASE

Live Oak Theater of Berkeley is the setting for a Summer workshop production of three Noel Coward one-act plays by Actors Ensemble. These short comedies with music, all from Coward's Tonight At 8:30, will be presented Thursday through Saturday, July 5, 6, 7, 12, 13 and 14. A potpourri of high style, low comedy, song and dance, Tonight At 8:30 was written as a nine-part showcase for its two original stars, Coward himself and Gertrude Lawrence. Actors Ensemble, under the direction of Lisa Britt, has selected three of the playlets for their summer offering: We Were Dancing and Shadow Play combine wit and sophistication with comic exhuberance to evoke an era of mannered elegance, subtle innuendo and fancy-dress flirtation; By contrast, Red Peppers sparkles with a team of hot-tempered but loveable vaudevillians, tap-dancing and quarreling their way into a merry frenzy of raucous vulgarity. Choreography is by Kris Bell, John Tuttle is in charge of music, and Mary Karen Gleason has provided the period costumes. Performers include Amy Kimball, Janet Wharton, Sherrie Calma, Margie Rynn, Tom Reilly, Alan Cameron, Jeff Logan, Steve Thewlis and James O'Barr.

All performances begin at 8:00 p.m. Requested donation is \$2.50. Seating is unreserved and tickets are available at the door just prior to each performance. For more information, call 841-5580. Live Oak Theater is located at Shattuck and Berryman Streets in Berkeley.

* * * * *

THANK YOU !!

SAMPLE

APPENDIX K

L I V E O A K T H E A T E R S E R I E S

Public Service Announcement

From: Mark Wardrip, Program Coordinator

FOR RELEASE BEGINNING MONDAY, JULY 1, 1979

30-SECOND PSA

LIVE OAK THEATER IS THE SETTING FOR A DELIGHTFUL EVENING OF NOEL COWARD ONE-ACT PLAYS PRESENTED BY ACTORS ENSEMBLE OF BERKELEY. BEGINNING THURSDAY, JULY 5, AND CONTINUING THROUGH JULY 14, THREE PLAYLETS FROM COWARD'S TONIGHT AT 8:30 WILL BE PRESENTED AS A FULL EVENING OF ENTERTAINMENT: WE WERE DANCING AND SHADOW PLAY COMBINE WIT AND SOPHISTICATION TO EVOKE AN ERA OF MANNERED ELEGANCE; RED PEPPERS SPARKLES WITH A RAUCOUS BUT LOVEABLE TEAM OF HOT-TEMPERED VAUDEVILLIANS QUARRELING AND TAP-DANCING THEIR WAY INTO A FRENZY OF FUN. PERFORMANCES BEGIN AT 8:00 p.m., AND SUGGESTED DONATION IS \$2.50. SEATING IS UNRESERVED. LIVE OAK THEATER IS LOCATED ON SHATTUCK AND BERRYMAN STREETS IN BERKELEY. FOR MORE INFORMATION CALL 841-5580.

+ + + + + + + + + + +

THANK YOU !!

SAMPLE

City Arts Monthly
640 Natoma Street
San Francisco CA 94103

Express
P.O. Box 3198
Berkeley CA 94703
Attn: Entertainment

Berkeley Monthly
910 Parker St.
Berkeley CA 94710
Attn: Entertainment

Callboard
1182 Market St. #208
San Francisco CA 94102

Oakland Tribune
409 13th St.
Oakland CA 94612
Attn: Entertainment

Alameda Times-Star
1516 Oak Street
Alameda CA 94501
Attn: Entertainment

The Montclairion
6208 La Salle Avenue
Oakland CA 94611
Attn: Entertainment

Contra Costa Times
2640 Shadelands Drive
Walnut Creek CA 94598
Attn: Entertainment

Albany Times
1247 Solano
Albany CA 94706
Attn: Entertainment

Berkeley Barb
P.O. Box 1247
Berkeley CA 94701
Attn: Entertainment

Daily Californian
2490 Channing Way
Berkeley CA 94704
Attn: Entertainment

New West Magazine
325 Pacific Avenue
San Francisco CA 94111
Attn: Entertainment

APPENDIX L
S.F. Bay Guardian
2700 19th St.
San Francisco CA 94110
Attn: Entertainment

Piedmonter
131 41st St.
Oakland CA 94611
Attn: Entertainment

Independent & Gazette
2043 Allston Way
Berkeley CA 94704
Attn: Entertainment

Rossmoor News
P.O. Box 2190
Walnut Creek CA 94595
Attn: Entertainment

San Francisco Progress
851 Howard St.
San Francisco CA 94103
Attn: Entertainment

San Francisco Chronicle
901 Mission St.
San Francisco CA 94119
Attn: Entertainment

Chronicle Datebook
901 Mission St.
San Francisco CA 94119

KMPX
655 Sutter St.
San Francisco CA 94102
Attn: Entertainment

KNEW
66 Jack London Square
Oakland CA 94607
Attn: Entertainment

KFRC
415 Bush St.
San Francisco CA 94108
Attn: Entertainment

KSFX-FM
1177 Polk St.
San Francisco CA 94111
Attn: Entertainment

KALX
311 Eshleman Hall
Univ. Of California
Berkeley CA 94720

KDFC-FM/KIBE-AM
495 Beach St.
San Francisco CA 94133
Attn: Entertainment

KQED-FM
500 8th St.
San Francisco CA 94111
Attn: Entertainment

KPFA
2207 Shattuck Ave.
Berkeley CA 94704
Attn: Entertainment

KSAN
345 Sansome St.
San Francisco CA 94104
Attn: Entertainment

KGO
277 Golden Gate Ave.
San Francisco CA 94110
Attn: Entertainment

KKHI-AM & FM
P.O. Box 7911
San Francisco CA 94111
Attn: Entertainment

KCBS
1 Embarcadero Center
San Francisco CA 94111
Attn: Entertainment

KABL AM & FM
632 Commercial St.
San Francisco CA 94111
Attn: Entertainment

KNBR
1700 Montgomery St.
Suite 400
San Francisco CA 94111
Attn: Entertainment

LIVE OAK THEATER SERIES - HOUSECOUNT

Performing Individual/Group: _____

Date: _____

For the performance of the above group/individual on the above date, the approximate house count was:

| | | | | | |
|--------------|--------|---------|---------|---------|---------|
| Under 85 | 90-100 | 100-110 | 110-120 | 120-130 | 130-140 |
| 150 or above | | | | | |

Count taken by: _____
(Live Oak Representative)

I confirm the housecount estimate indicated above and understand that this figure will be used to determine any appropriate surcharge for _____

Signed: _____
(group spokesperson)

LIVE OAK THEATER SERIES

SERVING THE GREATER BAY AREA PERFORMING ARTS COMMUNITY

Sponsored by Actors Ensemble, Inc. of Berkeley

1301 Shattuck Avenue, Berkeley CA 94709 Tel: 841-5580

Date_____

The Live Oak Theater Series has completed its second year of service to the community under the sponsorship of Actors Ensemble of Berkeley. In order to better serve you, our public, we need to know who you are and what your preferences are with regard to our program of events. Please fill out this questionnaire and return it to the box office. Thank you for your support!

- (1) Who are you? a) Male___ Female___
 b) Under 30 years___ 30-65 years___ over 65 years___
 c) Ethnic background:
 White___ Black___ Asian___ Spanish___ Other___
 speaking___
 d) occupation_____
 e) Children at home?_____
- (2) Where do you live? (city)_____(Zip code)_____
- (3) How did you hear of this performance?_____
- (4) How often do you come to Live Oak Theater?_____
- (5) How do you rate this performance?_____
- (6) What kinds of performing groups would you most like to see at Live Oak Theater?
- (a) Music_____
 (b) Dance_____
 (c) Theater_____
 (d) Mime_____
 (e) Other_____

Thank you for enabling the Live Oak Theater Series to better serve the community.

APPENDIX O

LIVE OAK THEATER SERIES

SERVING THE GREATER BAY AREA PERFORMING ARTS COMMUNITY

Sponsored by Actors Ensemble, Inc. of Berkeley

1301 Shattuck Avenue, Berkeley CA 94709 Tel: 841-5580

TO: Weldon Rucker, Asst. Director, OHS
FROM: Lisa Britt, Coordinator, Live Oak Theater Series
RE: Monthly Report, February, 1981, and Funding Request, March, 1981
DATE: March 2, 1981

GENERAL STATUS, LIVE OAK THEATER SERIES

Series #2 opened on February 20 with the Theater Yugen, which proved to be a success with audience and critics alike. We were also fortunate to have Yuriko Doi, the director of Theater Yugen, conduct a special workshop on the art of Noh and Kyogen. The beginning of the month of February was taken up by Actors Ensemble's hit THE HOSTAGE, which drew large and enthusiastic crowds. Many of the questionnaires in the lobby are being returned, mentioning that the audience member has never been to Live Oak before, but definitely plans to do so in the near future, a response that is most gratifying, and reflective of the improved quality of Live Oak's offerings.

We continue to receive requests for space in the next Series, which begins in June; many of these requests have been in response to the feature article on Live Oak in THE EXPRESS last January. WE have also received requests for the use of Live Oak for filming purposes, which helps our income. This month I will be composing a Quarterly report on The Series, which should reach your desk by the 15th. I will also be working on the rewriting of the budget of our contract, so that we may begin to deposit revenues with the City.

Thank you for your continued interest and support!

Lisa

CITY OF BERKELEY - THE OFFICE OF HUMAN SERVICES
CONTRACTORS INVOICE

1. PLEASE TYPE

| | | | | |
|--|------------------------------------|--------------------------|---------------------|---------------------------|
| 1. CONTRACTOR'S NAME (Agency or Organization)
ACTORS ENSEMBLE, INC | 2. ADDRESS:
2000 5TH ST. | CITY:
BERKELEY | STATE:
CA | ZIP CODE:
94710 |
| 3. FUNDS REQUESTED FOR: | | | | |
| a. <input type="checkbox"/> Initial Advance b. <input checked="" type="checkbox"/> Periodic Advance c. <input type="checkbox"/> Reimbursement d. <input type="checkbox"/> Final Invoice e. Other Specify _____ f. Report for Month/s of: OCT-DEC. 31 19 80
JAN-MAR. 31 19 81 | | | | |
| g. PROGRAM TYPE: Title I Type: _____ PSE _____ OTHER GENERAL FUND Month/s _____ Day _____ Year _____ | | | | |

| | | | | | |
|-------------------------------|---------------------------------|-----------------------------|--------------------------------------|--|--------|
| 4. PERIOD COST INCURRED: | | | 5. PERIOD COSTS PROJECTED: | | |
| a. From Start of Agreement: | | b. To End of Current Month: | a. From End of Current Report Month: | | b. To: |
| OCTOBER 1 19 80 | FEBRUARY 28 19 81 | MARCH 1 19 81 | MARCH 31 19 81 | | |
| Month Day Year | Month Day Year | Month Day Year | Month Day Year | | |

CETA CONTRACTORS INVOICE

| 6. COST CATEGORY | 7. CONTRACT COMPONENT BUDGET (Nearest Dollar) | 8. COSTS FOR REPORT MONTH ONLY (Nearest Dollar) | 9. CUMULATIVE COSTS (Nearest Dollar) | 10. COSTS PROJECTED (Nearest Dollar) | 11. TOTALS (Column 9 + Column 10) |
|-----------------------------------|---|---|--------------------------------------|--------------------------------------|-----------------------------------|
| ADMINISTRATION | a. | a. | a. | a. | a. |
| ALLOWANCES (Stipends) | b. | b. | b. | b. | b. |
| ENROLLEE WAGES | c. | c. | c. | c. | c. |
| ENROLLEE FRINGE BENEFITS | d. | d. | d. | d. | d. |
| WORKSITE SUPERVISION (YCCIP ONLY) | e. | e. | e. | e. | e. |
| TRAINING | f. | f. | f. | f. | f. |
| SUPPORT SERVICES | g. | g. | g. | g. | g. |
| EMPLOYMENT GENERATING (BIP ONLY) | h. | h. | h. | h. | h. |
| TOTALS: | i. | i. | i. | i. | i. |

| | |
|--|--|
| CONTRACT # _____ INVOICE # _____
For OHS Use Only | 12. LESS CASH RECEIVED: \$ _____ |
| BUDGET CODE: _____ AMOUNT TO BE PAID: \$ _____ | 13. NET AMOUNT OF THIS REQUEST: \$ _____ |

PLEASE IDENTIFY SPECIFIC CONTRACT

CSA CONTRACTORS INVOICE: _____ GENERAL FUND CONTRACTORS INVOICE: _____ CDBG CONTRACTORS INVOICE: _____ OTHER SPECIFY: _____

| 14. COST CATEGORY | 15. CONTRACT COMPONENT BUDGET (Nearest Dollar) | 16. COSTS FOR REPORT MONTH ONLY FEB. (Nearest Dollar) | 17. CUMULATIVE COSTS (Nearest Dollar) | 18. COSTS PROJECTED (Nearest Dollar) | 19. TOTALS (Column 17 + Column 18) |
|------------------------------|--|---|---------------------------------------|--------------------------------------|------------------------------------|
| PERSONNEL SERVICES | a. 11,370.00 | a. 1165.65 | a. 6,357.06 | a. 1165.65 | a. 7,522.71 |
| FRINGE BENEFITS MAINTENANCE | b. 650.00 | b. 33.81 | b. 33.81 | b. 100.00 | b. 133.87 |
| TRANSPORTATION TELEPHONE | c. 200.00 | c. - 0 - | c. - 0 - | c. - 0 - | c. - 0 - |
| OPERATING COSTS PUBLICITY | d. 700.00 | d. 2.48 | d. 318.52 | d. 50.00 | d. 428.52 |
| EQUIPMENT PURCHASES SUPPLIES | e. 875.00 | e. 77.84 | e. 182.80 | e. 100.00 | e. 282.80 |
| OTHER (Specify) INSURANCE | f. 1,185.00 | f. - 0 - | f. 248.80 | f. 250.00 | f. 498.80 |
| TOTALS: | g. 15,000.00 | g. 1,324.84 | g. 7,250.25 | g. 1,665.65 | g. 8915.90 |

| | |
|---|---|
| CONTRACT # 8290 INVOICE # 4
For OHS Use Only | 20. LESS CASH RECEIVED: \$ 5000.00 |
| BUDGET CODE: 01 02 05 07 00 5514 AMOUNT TO BE PAID: \$ _____ | 21. NET AMOUNT OF THIS REQUEST: \$ 3915.90 |

22. CONTRACTOR CERTIFICATION: I certify that the costs incurred are taken from the books of account and that such costs are valid and consistent with the terms of this agreement:

Donna Davis **AE-LDT Coordinator**
Authorized Contractor's Signature Title

Date Signed _____

PERFORMANCE SATISFACTORY FOR PAYMENT: _____

APPROVED BY: _____

EXAMINED BY: _____

Signature _____

Date _____

OHS-1

Signature _____

Date _____

COPY 1 - Auditor
COPY 2 - OHS ADMIN.
COPY 3 - FINANCE
COPY 4 - OPERATION
COPY 5 - CONTRACTS

LIVE OAK THEATER SERIES

SERVING THE GREATER BAY AREA PERFORMING ARTS COMMUNITY

Sponsored by Actors Ensemble, Inc. of Berkeley

1301 Shattuck Avenue, Berkeley CA 94709 Tel: 841-5580

RECORD OF GROUPS, ATTENDANCE, AND INCOME- Feb., 1981

| <u>Group</u> | <u>Dates</u> | <u># Perf.</u> | <u># Attend.</u> | <u>Income</u> |
|-----------------------------------|--------------------|----------------|------------------|---------------|
| Camera Club | 3 | 1 | 75 | \$20.00 |
| Actors Ensemble
THE HOSTAGE | 6,7,12,
13,14 | 5 | 582 | * |
| Theater Yugen | 20,21,22,
27,28 | 5 | 300 | \$218.80 |
| Theater Yugen
Special Workshop | 21 | 1 | 5 | \$20.00 |

TOTAL GROUPS- 3

TOTAL PERFORMANCES- 12

TOTAL ATTENDING- 962

TOTAL INCOME (AE excepted)- \$248.80

* NOTE: AE pays the Theater in one payment of \$1000.00 at the end of their artistic season. The income from THE HOSTAGE will be \$250.00.

APPENDIX P

LIVE OAK THEATER SERIES

SERVING THE GREATER BAY AREA PERFORMING ARTS COMMUNITY

Sponsored by Actors Ensemble, Inc. of Berkeley

1301 Shattuck Avenue, Berkeley CA 94709 Tel: 841-5580

OVERVIEW OF SERIES ACTIVITY- OCTOBER, 1978 - OCTOBER, 1980

The statistics cited below reflect the activities which have taken place at the Live Oak Theater since the beginning of its supervision by Actors Ensemble. The time span is twenty-five months and covers seven separate booking segments for the Series, as well as ongoing Actors Ensemble productions, and meetings of the Berkeley Camera Club.

Live Oak Theater Series

| <u>Series dates</u> | <u># Groups</u> | <u># Attending</u> | <u># Performance</u> |
|---|-----------------|--------------------|----------------------|
| December 16, 1978 -
January 20, 1979 | 4 | 532 | 6 |
| February 23, 1979 -
April 28, 1979 | 15 | 1738 | 29 |
| June 1, 1979-
September 30, 1979 | 13 | 1869 | 24 |
| November 2, 1979-
January 19, 1980 | 15 | 1771 | 32 |
| February 22, 1980-
April 26, 1980 | 11 | 1954 | 30 |
| May 30, 1980-
July 23, 1980 | 9 | 1262 | 27 |
| August 1, 1980-
September 27, 1980 | 9 | 906 | 22 |

Note: The first Series of the 1980-81 season is currently underway. We have booked 9 groups through January 17, 1981.

LIVE OAK THEATER SERIES

SERVING THE GREATER BAY AREA PERFORMING ARTS COMMUNITY

Sponsored by Actors Ensemble, Inc. of Berkeley

1301 Shattuck Avenue, Berkeley CA 94709 Tel: 841-5580

OVERVIEW OF SERIES ACTIVITY: OCTOBER, 1978- OCTOBER, 1980 (cont.)


Actors Ensemble

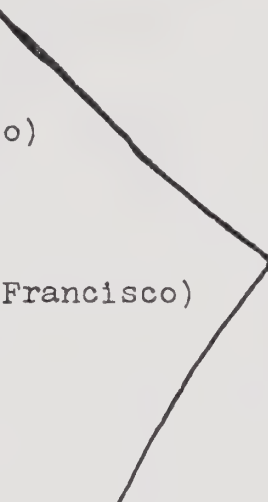
| | <u># performances</u> | <u># attending</u> |
|--|-----------------------|--------------------|
| <u>Philadelphia Story</u>
(October, 1978) | 8 | 841 |
| <u>Witness for the Prosecution</u>
(February, 1979) | 9 | 1036 |
| <u>Three Penny Opera</u>
(May, 1979) | 9 | 1156 |
| <u>Tonight at 8:30</u>
(July, 1979) | 6 | 416 |
| <u>Pygmalion</u>
(October, 1979) | 9 | 897 |
| <u>Marat/ Sade</u>
(February, 1980) | 9 | 1050 |
| <u>Boys from Syracuse</u>
(May, 1980) | 9 | 1165 |
| <u>Chamber Music/ On Tap</u>
(July, 1980) | 6 | 279 |
| <u>The Rainmaker</u>
(October, 1980) | 10 | 732 |
| <u>Berkeley Camera Club</u> | 38
(meetings) | 2850 |

PARTICIPANTS IN THE LIVE OAK THEATER SERIES




The Live Oak Theater Series is intended to serve a wide variety of community and area artists. The following is a list of participants in the Series since October, 1978:

Theater/Drama

| | | |
|--|--|--------------------------------|
| Actors Ensemble of Berkeley |  | Community-based theater groups |
| Christian Community of Berkeley | | |
| Eden West Theater (Oakland) | | |
| Mouseface Productions (Berkeley) | | |
| Power-Mad Productions (Berkeley) | | |
| <u>Soldiers Tale</u> (Berkeley) | | |
| <u>Wednesday Players</u> (San Francisco) | | |

| | | |
|---|---|---------------------------------------|
| Double Vision (Berkeley) |  | Independant, producing original works |
| Duck's Breath (San Francisco) | | |
| Free Association (San Francisco) | | |
| Future Myth, Inc. (Berkeley) | | |
| It's Just a Stage (San Francisco) | | |
| Le Theater Lesbien (Sacramento) | | |
| Les Nিকেettes (San Francisco) | | |
| Lilith (San Francisco) | | |
| Moving Men (Berkeley) | | |
| <u>Of Course I Talk to Myself</u> (San Francisco) | | |
| <u>Plutonium Players</u> (Oakland) | | |
| Pure Schmint Players (Humbolt) | | |
| Red Flag Theater (Berkeley) | | |
| Screaming Memes (San Francisco) | | |
| Skylark (San Francisco) | | |
| Whole Works (Berkeley) | | |

Music

| | | |
|---|--|-------------------------|
| Amici Musicae (Berkeley) |  | Rennaissance Groups |
| Christmas Winds (Berkeley) | | |
| Oriana Consort (Berkeley) | | |
| Pastime With Good Company (San Francisco) | | |
| San Francisco Guitar Quartet | | |
| Clevinger Quartet (Oakland) |  | Jazz, Trad. and Improv. |
| Kava Kava Trio (Berkeley) | | |
| Scat! Workshops (Berkeley) | | |
| Robbie Basho (Berkeley) |  | Accoustic Guitar Solo |
| Robert Brandon (Palo Alto) | | |
| Jim Bertram (Oakland) | | |
| Ron Galen (Oakland) | | |
| Clifton Lemon (San Francisco) | | |
| Oak, Ash and Thorn (Oakland) | | A capella vocal |
| Beth Micheal (San Francisco) | | Viola Solo |
| Courlan Trio (San Francisco) | | Chamber Group |
| Rita Sahai (Berkeley) | | Indian Classical |

Dance

Gina Choegal (Oakland)
Kalanjali (Berkeley)
Mimi and Lesandre (Berkeley)
Rasa (San Rafael)

Eastern Dance

Berkeley Dance Co.
Company in Flight (San Francisco)
The Dance Center (Oakland)
Dancers Repertory Theater (Oakland)
Locomotion (Berkeley)
Right- Angle- Left (Oakland)
West Coast Dance Works (San Francisco)

Modern Dance, Original works

Children's Creative Dance (Berkeley)
Kris Bell and Kids (Berkeley)

Community- based children's
dance, Original works

Misc.

B.B.C./ C.I.L.
Eden West (Oakland)
M.J. Lallo (San Francisco)
Nostalgia International (Berkeley)
Oakland Youth Mime Troupe
Rainbow the Mime (San Francisco)
Rosebottom and McClown (Oakland)

Filming
Temple dances
Poetry and Jazz
Variety

Mime and Clowning

STAFFING AND VOLUNTARY SUPPORT-LOTS 1978-80

Live Oak Theater Series is maintained through the efforts of two half-time staff (Coordinator and Technician)and a part-time book-keeper, as well as volunteers from the Board of Directors of Actors Ensemble, the General Membership of Actors Ensemble, and a Review Committee of community artists.

Live Oak Theater Series Paid Staff

Mark Wardrip (Program Coordinator - 10/79- 4/80)
Lisa Britt (Program Coordinator - 5/80- present)
Richard Bloom (Technician/Technical Director)
Kris Bell (Bookkeeper)

Board of Actors Ensemble

Presidents- Tom Reilly (10/78-5/79)
 Mary Ann Sutherland (6/79-5/80)
 Kris Bell (6/80- present)
Board Supervisors for LOTS- Mary Rae Thewlis (10/78- 4/80)
 Donna Davis (5/80- present)
Board Subcommittee for LOTS- Ed Markmann (10/78-6/79)
 John Bennett
 Ralph Miller

Board Members- Bill Martinelli
 Wendy Adler
 Lisa Britt (through 5/80)
 Cyd Nepon (through 7/80)
 Judy Cayot
 Margaret Gudmundsson > (since 8/80)
 Steven Thewlis

Review Committee

George Crowe
Joan Flint
Grace Fretter
Joyce Jackson
Carol Murota
Charles Richardson
Alfred Stern
Barbara Oliver (through 8/80)
Karen Hermassi (since 11/80)

MEMBERS OF ACTORS ENSEMBLE- 1980-1981

In July, 1980, Actors Ensemble expanded to include a general membership, and this membership is expected to be active in the running of the Live Oak Theater Series in the coming year. The current membership is as follows:

Wendy Adler*
Kris Bell*
John Bennett*
Jane Bogard
Alan Cameron
Judy Cayot*
Karl Davis
Kathleen Davis
Donna Davis*
Laurie Battle
Pamela Denny
Bradley Friedman
Mary Karen Gleason
Judy Gottlieb
Margaret Gudmundsson*
Cheryl Hess
Eileen Kaniefski
Amy Kimball
Selma Lofgren
Ed Markmann
Pamela Markmann
Eileen Martin
William Martinelli*
Patty Meagher
Virginia Miller
Ralph Miller*
Allison Ralston
Tom Reilly*
Dolores Richardson
Barbara Robben
Pippi Robben
Tecia Ryan
Lyle Ryan
Clarissa Salter
Richard Salter
Paul Santiago
Melville Smith
Mary Rae Thewlis
Steven Thewlis*
John Tuttle
Bob O'Neill

* Current Board Member

FACILITY IMPROVEMENT

With the aid of the City offices and staff, and through the generous donation of time and materials by members of Actors Ensemble, the following improvements have been undertaken in the theater:

- Backstage area cleared of obstructions, cleaned, and painted
- All rigging repaired or replaced, including pipes and rope
- Wiring for house lighting replaced
- Stage extension re-constructed to conform to safety requirements
- Aisle lights installed
- Display boards installed in lobby area
- Individual switch control installed on lights for rest rooms in Recreation Center (used by Theater patrons)
- Fire door and stair access installed into light booth area
- Office area established adjacent to light booth: door, window and lighting facilities installed
- New multi-function intercom system installed
- Security system expanded and updated, including the installation of a second control center
- Locks and keys changed throughout the facility

The Theater will be dark for one to two weeks in December to facilitate the repair of the current dimmer board. The circuitry of the building will also be looked over, and new speaker installed. WE are also purchasing stools for the dressing rooms.

APPENDIX

Q

Lise Britt
Program Coord.
Live Oak Theatre

ROSA HALPERIN
3019 WHEELER ST
BERKELEY, CA 94705

My vote in favor of the
Live Oak Theater Series Continuation
under the The Actors Ensemble
management. Enjoy the shows
and enjoy the layout of your
newsletter - Keep it up!

Rosa Halperin
8.25.80

Oct 15, 1980

Norm Epel
1514 Walnut
Berkeley Ca 94709

Lisa Brett
Program Co-ordinator
Live Oak Theatre Series
1301 Shattuck
Berkeley Ca 94709

Dear Ms Brett

Thank you for the wonderful
Theatre series that has made such
a wonderful place of Live Oak Park.
The quality of productions is remarkable —
and so close! In the past few years I've
been privileged to see *Lullaby*, *The Moving Man*,
Tales of the Voad, *Shakespeare's Soldiers Tale*, *Pygmalion*,
Vibram Soul & countless other things I have
been affected by.

It's a beautiful space & the audiences
are always lovely.

Thank you. I hope will be seeing
lots more exciting theatre here

Sincerely

Norm Epel

Theatre of Yugen

P.O. Box 6148, San Francisco, CA 94101 • (415) 851-7430



3-12-81

Dear Lisa,

Thank you very much for your assistance at the theater. Our members and I enjoyed very much our run at your theater.

I received more phone calls about our performance after our final performance in Berkeley. I hope this is a good sign for our next performances at your theater. So we decided to apply again to use your theater in July. ~~Hope~~ I hope our choice of performing dates is still available.

Thank you again for your help

Sincerely,

Yvonne



all the colors of the dance

Lisa Bullwinkel
Director

6505 Telegraph Avenue
Oakland, California 94609

653-7024

12.3.80

Dear Lisa + Richard,

I'd like to thank you for making the performance RUN so smoothly. Richard—you're a gem! Everyone involved had good things to say about the theatre and the ~~efficiency~~^{woops!} efficiency with which it was run. I couldn't have MADE it through without your help.

I have only one request for future help to other performers. If you would put the exact dimensions of the stage when all of the curtains are drawn on the specs it would be a great help. We rehearsed in a space much too large but MANAGED to work it out!

I've enclosed a check for \$46.80 + \$15.00 in PAS vouchers.

Thank again,

Lisa



★ LES NICKELETTES ★

1752 Anza St.
San Francisco, CA 94118

12-1-80

Live Oak,

HERE IS THE BALANCE OF RENT DUE:
\$55.00.

Thanks for all your help.

Live Oak is one of the most
"hassle-free" spaces we've worked
in and we appreciate it!

Jane for Les Nickelottes

★ 415-621-0448 ★

Dear Sir or Madam,

June 18-1970

I hope that the excellent
Live Oak Theater Series will
continue next year and
the next, and the next.
They provide pleasure for the
audience, good experience
and a worthwhile outlet for
the actors - at affordable
prices in these inflation times!
Sincerely,
John Salz

Mr. & Mrs. Paul Salz
650 Panoramic Way
Berkeley, CA 94704

May 22, '80

Dear Sir or Madam,

I hope very much
that you will continue
the Live Oak Theater
series. I have enjoyed
a number of the programs
& found them well-attended
and interesting. I think it
is important to keep
this program going.

Yours truly

Ruth B. Thomas

June 13, 1980

Dear Mrs Britt

Thank you for your kindness and co-operation. We will be in touch again soon for our next production. It was a joy to work with all of you. We appreciate the return invitation.

Sincerely,

Joyce Harlock
Chairwoman

Wednesday Players

Mad River
Theater

Strucker & Caracciolo



April 26, 1981

To Whom it may concern,

Mad River Theater had the pleasure of being a part of the Live Oak Theater Series in March of this year. This program allowed our small company to bring our work to the Bay area at a cost which we could afford. We are among several companies in Humboldt County who have played at the Live Oak Theater, and it's prescence has made it possible for us to share our work with the community of Berkeley.

As a touring company, we experience a variety of performing experiences on the road. Our experience at Live Oak was excellent. Their technical assistance and planning allowed us to focus our attention on our show. Their staff is competent and professional and I would look forward to working at Live Oak again in the future.


Berkeley is certainly a city of culture. The performing arts are alive and flourishing there. But, it is the existance of performing centers such as Live Oak, that bring in newer and less known artists to the city, that provides a wide range of artistic activities which are vital to the community. There is little like the Theater Series elsewhere in the Bay area and I hope it continues to grow and provide the city with a variety of theatrical events.

Sincerely,

Lee Strucker

Lee Strucker

Box 622 Blue Lake, Ca. 95525 (707) 668-5275



MIMI and LESANDRE
1043 Buchanan Street
Albany, CA 94706
(415) 526-5346

29th April 1981

To Whom It May Concern

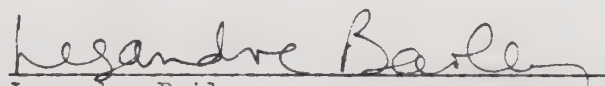
Re: LIVE OAK THEATRE

We hope that Live Oak Theatre Series will be allowed to continue in its work as it is one of the very very few theatres in Berkeley available for Bay Area artists in which to perform. The Theatre itself is clean and equipped with professional quality facilities as regards light and sound, and everything is run efficiently and smoothly, including their advance publicity system.


The concerts draw an audience from all parts al the Berkeley community and is a highly popular series. The administrative board are, most of all, NICE polite and considerate and that is unusual in the professional world! They are a pleasure to work with and are very capable people besides.

Finally, as dancers we would certainly be interested in tutoring a class at Live Oak as an after school activity.

Please do not hesitate to contact us for further recommendations.


Lesandre Bailey

for MIMI AND LESANDRE



1635 Francisco, #E
Berkeley, CA 94703
May 15, 1981

Live Oak Theater Series
1301 Shattuck Ave.
Berkeley, CA 94709

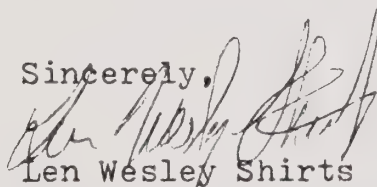
Dear Friends:

Just a short note to encourage the continuation of the Live Oak Theatre Series. As both participant and audience member, I am grateful for the accessibility of such a nice facility to performers and public alike. Performing artists need spaces to share their work, especially when they are not commercially oriented or well established. The public also needs a place where they feel comfortable and enthusiastic about attending. In my experience Live Oak Theatre meets both these needs.

My performances at Live Oak were enjoyable experiences for me and the rest of my company. We found everything quite reasonable and satisfactory. Lisa, Richard and everybody else concerned were quite helpful and friendly. I look forward to the next time I have the opportunity of working with them.

Good luck in your efforts to extend the Series into the years ahead. Community is going to be very important to us in the next few years; the Live Oak Theater Series contributes a great deal to the life and growth of this community.

Sincerely,



Len Wesley Shirts

Director, FutureMyth

May 10, 1981

Live Oak Theater Series
Actors Ensemble, Inc.
1301 Shattuck Ave.
Berkeley, CA 94709

Dear Live Oak Theater Series:

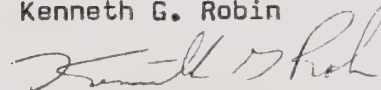
On behalf of the Wednesday Players, I would like to express our appreciation for the use of the Live Oak Theater in April and May of 1981. The theater is an excellent small theater for both performers and our audiences. The Wednesday Players have found that there is a dearth of decent small theaters in the Bay Area, and we have been delighted with our association with Live Oak during our recent production and in our previous production in 1980.

The facilities and location are convenient, but what is most impressive about the Live Oak Series is the helpfulness and courtesy of its staff. Both Lisa Britt and Richard Bloom have been a pleasure to work with, and have gone to great lengths to help us make our productions successful. They are sensitive to the many variables involved in putting on a play, and respond accordingly. The Live Oak has helped the Wednesday Players in achieving its objective of providing community theater to the Bay Area.

I hope that our association will continue.

Sincerely yours,

Kenneth G. Robin

A handwritten signature in dark ink, appearing to read 'Kenneth G. Robin', written in a cursive style.

Wednesday Players

22nd June



Dear Hise,

Here is one PAS voucher
from Friday night.

We really enjoyed doing
the shows and hope we
can come again.

Thank you very much
M and L

p.s.

Richard did a wonderful
job - he is really together.

SHARPENED SPOONS
545 DOUGLASS ST.
SAN FRANCISCO, CA 94114
(415) 824-6298

May 24, 1981

To the City of Berkeley:

I am writing in support of the funding proposal of the Actor's Ensemble, for their continued program at Live Oak Theater.

For the past seven years, I have been performing in theaters around the Bay Area. In all that time, I have found Live Oak Theater to be one of the best, if not the best performance space for a small theater. The technical facilities are good, and the staff has always been friendly, competent and extremely helpful.

Live Oak Theater is an essential part of the cultural scene in the Bay Area. It is the only place in the Bay Area that provides technical support and the amenities of a real theater space, at a rate that any group starting out can afford.

I am currently artistic director of Sharpened Spoons, a new theater that played in Live Oak Theater this past February. But seven years ago, I founded Lilith, a women's theater, which has since gone on to national and international fame. Our very first performances were at Live Oak Theater, because it was a good and cheap place for an innovative group to start. At that time, we had no money and no alternatives. If Live Oak Theater had not been available to us, we might never have gotten started at all. Now, Lilith is established and has a wide variety of theaters open to it, both because of its reputation and its increased funding. But, for theater groups that are just starting out, there is no substitute for Live Oak Theater.

I certainly hope, in these difficult financial times, you can find it in your budget to continue the Actor's Ensemble's program at Live Oak Theater.

Sincerely,

Teresa Baum

Teresa Baum
Artistic Director

U.C. BERKELEY LIBRARIES



C124880736

